Pursuant to Hawaii Administrative Rules (“HAR”) Chapter 23 § 15-23-14, Variances provide a mechanism for relief from the strict application of the Makai Area Rules based on unnecessary hardship.

**Variance Submittal Requirements:**
Submit the following with a completed Permit application form:

A. A statement of the standard or standards that are the subject of the proposed variance.

B. Authorization from the landowner or by the landowner’s authorized agent.

C. A description of the manner in which the applicant proposes to deviate from the standard or standards.

D. Submit one set of fully dimensioned Project plans. All plans must be drawn to scale, with a maximum size of 24” x 36” and one set of pdf digital files.

Project plans shall include the following:
1. A location map, including the Project site in relation to the surrounding land uses.
2. A site plan with the following information:
   - The nature, location, dimensions, elevation of the structure, and area that is the subject of the proposed variance.
   - The development project’s relationship to the surrounding context

E. A justification for the proposed variance(s) pursuant to HAR Chapter 23 § 15-23-14(a).
Fees:
Permit Fee pursuant to HAR Chapter 23 § 15-23-16, Application Fees. Fees are payable to: Hawaii Community Development Authority.

Additional Information:
A. An informal meeting with HCDA planning staff is recommended prior to the submittal of a Variance application.
B. Additional information may be required by the decision maker.